

SAP Business Warehouse/Business Intelligence Reporting

Logging on to HRMS Portal

SAP Washington State HRMS Business
Warehouse/Business Intelligence (BW/BI)

Self-Paced Learning Materials

General Topics - BW/BI End Users/Power Users

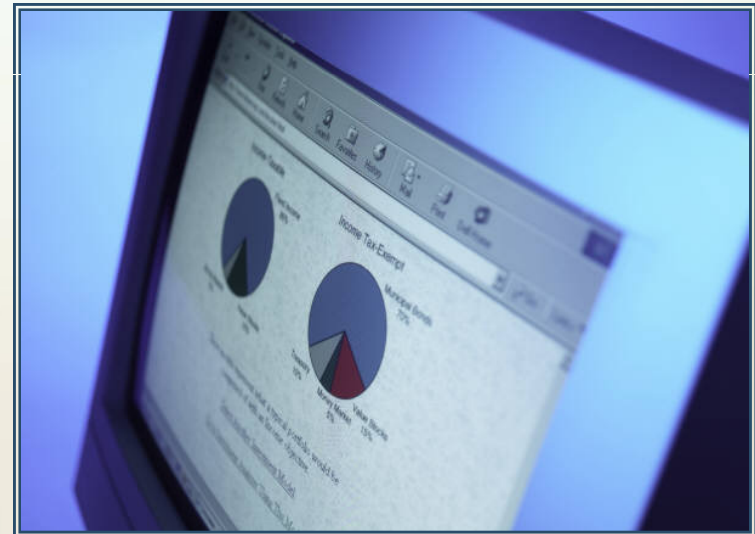
Logging on to HRMS Portal

The HRMS Portal is used to access Business Intelligence reports. The Logging on to HRMS Portal section provides an overview for logging on and logging off the HRMS Portal.

Topics covered in this section include:

- Log on to HRMS Portal outside the State Government Network (SGN)
- Log on to HRMS Portal inside the State Government Network (SGN)
- Log off HRMS Portal

The HRMS Portal is not a BW/BI application. It is an online tool used to access reports that have been developed in the BW/BI application.



* For additional technical information, reference the Technical Resources page from the HRMS Customer Support website:
<http://www.dop.wa.gov/payroll/HRMS/HRMSSupport/Pages/HRMSISDHelpDesk.aspx>

Log On to HRMS Portal Outside the SGN

Log on to HRMS Portal outside the SGN

To log on to the HRMS Portal from outside the SGN:

1. Open a web browser (e.g. Internet Explorer).
2. Type the following URL in the address line of the web browser (save the URL to your Favorites folder for future use): <https://wahrms.wa.gov/irj>
3. Press Enter.

Result: The HRMS Portal Log on screen is displayed.

4. Type the User ID. →
5. Type the Password. →
6. Click Log on. →

Note: User ID outside the SGN is Domain\Network ID.

Welcome to Washington State's Human Resource Management System

HRMS PORTAL

This is a secure application and available only to Washington State employees.

User ID *

Password *



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Continued...

Log On to HRMS Portal Outside the SGN, Cont...

Result: The user is logged on to the HRMS Portal.

Note: It may be necessary to click on the “BI Reports” tab to display Business Intelligence reports. The first BW/BI report under the Organization Management category will be selected by default.

Business Intelligence
tab

First BW/BI Report
(default)

The screenshot displays the HRMS Portal interface. At the top, there is a navigation bar with the following tabs: **BI Reports**, Organization Management, Personnel Administration, Layoff Data, Time Management, Payroll, Financials, HRM Performance Measurement, and Grievance Report. The **BI Reports** tab is currently selected. Below the navigation bar, the main content area is divided into two sections. On the left, there is a sidebar with a 'Detailed Navigation' menu. The first item in this menu is 'Position / Personnel Master Listing', which is highlighted. Below this menu is a 'Portal Favorites' section. On the right, the main content area displays the 'Variable Entry' section. This section includes a 'Variable Entry' header, a 'Available Variables' dropdown menu, and buttons for 'Save', 'Save As...', and 'Delete'. Below this, there is a 'General Variables' table with three columns: 'Variable', 'Current Selection', and 'Description'. The table contains three rows of variables: 'Month/Year Range (Mandatory)', 'Organizational Unit Hierarchy', and 'Job - Multiple (Optional)'. At the bottom of the 'Variable Entry' section, there are 'OK' and 'Check' buttons.

General Variables		
Variable	Current Selection	Description
* Month/Year Range (Mandatory)		
Organizational Unit Hierarchy		
Job - Multiple (Optional)		

Log On to HRMS Portal Inside the SGN, Cont...

Log on to the HRMS Portal inside the SGN

To log on to the HRMS Portal from inside the SGN:

1. Open a web browser (e.g. Internet Explorer).
2. Type the following URL in the address line of the web browser (save the URL to your Favorites folder for future use): <https://myhrms.wa.gov/irj>
3. Press Enter.

Result: The HRMS Portal Log on screen is displayed. Note: if the User ID has been setup for single sign on, it may not be necessary for the user to complete Steps 4 through 6 below.

4. Type the User ID. →
5. Type the Password. →
6. Click Log on. →

Note: User ID inside the SGN is email address.

Welcome to Washington State's Human Resource Management System

HRMS PORTAL
This is a secure application and available only to Washington State employees.

User ID *
Password *

Log on



HR WSD Personnel
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Continued...

Log On to HRMS Portal Inside the SGN, Cont...

Result: The user is logged on to the HRMS Portal.

Note: It may be necessary to click on the “BI Reports” tab to display Business Intelligence reports. The first BW/BI report under the Organization Management category will be selected by default.

Business Intelligence tab

First BW/BI Report (default)

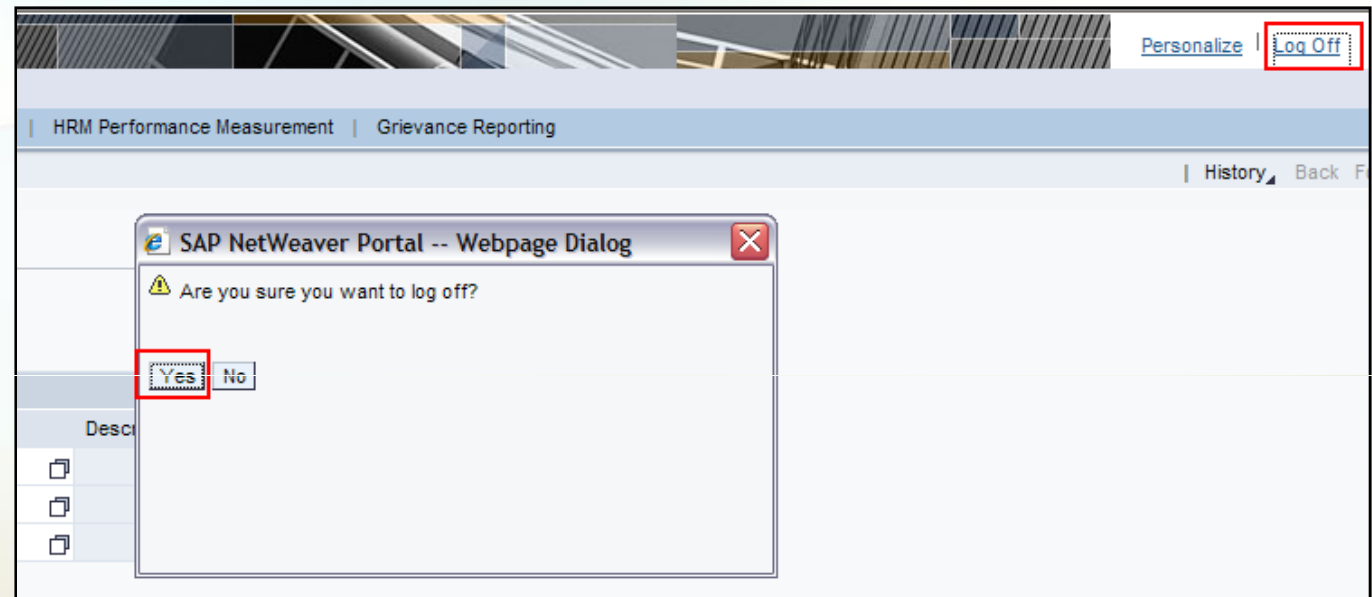
The screenshot displays the HRMS Portal interface. At the top, there is a navigation bar with the following tabs: **BI Reports**, Organization Management, Personnel Administration, Layoff Data, Time Management, Payroll, Financials, HRM Performance Measurement, and Grievance Report. The **BI Reports** tab is currently selected. Below the navigation bar, the main content area is divided into two sections. On the left, there is a sidebar with a 'Detailed Navigation' menu. The first item in this menu is 'Position / Personnel Master Listing', which is highlighted by an arrow from the text 'First BW/BI Report (default)'. Below this menu is a 'Portal Favorites' section. On the right, the 'Variable Entry' section is visible. It contains a table titled 'General Variables' with three columns: 'Variable', 'Current Selection', and 'Description'. The table lists three variables: 'Month/Year Range (Mandatory)', 'Organizational Unit Hierarchy', and 'Job - Multiple (Optional)'. Each variable has a corresponding 'Current Selection' field and a 'Description' field. At the bottom of the 'Variable Entry' section, there are 'OK' and 'Check' buttons. Above the table, there is a section for 'Available Variables' with a dropdown menu, 'Save', 'Save As...', and 'Delete' buttons, and a link to 'Show Variable Personalization'.

General Variables		
Variable	Current Selection	Description
* Month/Year Range (Mandatory)		
Organizational Unit Hierarchy		
Job - Multiple (Optional)		

Log off HRMS Portal

To log off the HRMS Portal:

1. Click the Log Off link.
2. Click Yes when prompted, “Are you sure you want to log off?”.



Result: The user will be logged off the HRMS Portal and returned to the log on screen.

Note: For additional technical information, reference the Technical Resources page from the HRMS Customer Support website:
<http://www.dop.wa.gov/payroll/HRMS/HRMSSupport/Pages/HRMSTechnicalInformation.aspx>